

CURRICULUM VITAE



PERSONAL DETAILS

Name : **BACHIR YAHIA KHELIF**
Marital status : Married
Sex : Male
Nationality : Algerian
Address : P.O.Box 9058
HOFUF 31982,
AL -AHSA,
SAUDI ARABIA.
Mobile : 0507407785
E-mail : bkhelif@kfu.edu.sa
bkhelif@hotmail.com

EDUCATION AND QUALIFICATIONS

- 1982 - 1984 **ESSEX UNIVERSITY - ENGLAND**
Department of Language and Linguistics
Master of Arts (MA) in Descriptive and Applied Linguistics
MAIN SUBJECTS : Descriptive Linguistics (Description of English Syntax, Phonology, Phonetics). Applied Linguistics (Teaching English Second / Foreign Language, English for Specific Purposes, Methodology, Psycholinguistics, Sociolinguistics ...)
A DISSERTATION ENTITLED : 'Teaching English in Algeria : Problems and Prospects'
SUPERVISORS : T.J. ROBERTS and A. SINCLAIR
- 1979 - 1982 **ORAN UNIVERSITY, Dept of Foreign Languages**
Bachelor of Arts (BA) in English Language Teaching
MAIN SUBJECTS : Phonology, Phonetics, Written and Spoken English, TEFL, ESP, Psychology of Education ...
- 1984 - 1986 **ESSEX UNIVERSITY Dept. of Language and Linguistics**
Research for the Algerian Ministry of Higher Education on Language Planning at the University.

July - August 1989	College of St. Mark and St. Johns of Higher Education, PLYMOUTH - ENGLAND <u>Summer Course: 'Teaching English for Specific Purposes'</u> . The program included among other things the following topics : Needs Analysis, Language Description in ESP, ESP Course Design, the Four Skills in ESP, ESP Testing
July - August 1990	Université des Sciences et Techniques, MONTPELIER - FRANCE. Summer Course : 'Didactique Appliquée à l'Enseignement du Français Langue Etrangère' (Methodology Applied to Foreign Language Teaching). Main Theme : Textbook Preparation and Evaluation
Dec. – July 1993-1994	A Course in Private Secretarial Duties ICS Learning Centre – GLASGOW – SCOTLAND – UNITED KINGDOM United Kingdom (Distance Learning) Subjects : 1. Filing Systems and Equipments 2. Business Letter Writing 3. Minutes and Notes of Meetings 4. Report Writing 5. Office Layout and Organisation 6. Telegrams and Circulars 7. Shorthand Systems and Dictation 8. Reception Work 9. Postal Services and Outgoing Mail
Jan. – March 1992	French Cultural Center Word Processing Certificate

WORK EXPERIENCE

2010- Present	College of Applied Medical Sciences Departments of Nursing and Public Health King Faisal University Lecturer : Medical Terminology, Academic Writing
2011- 2013 (Part-time)	English Language Department, College of Arts King Faisal University Lecturer : Academic Writing, Composition and Reading courses
1994 - 2010	College of Health Sciences – Ministry of Health Kingdom of Saudi Arabia

English for Specific Purposes and English Language Lecturer
Head of the English Language Department (1994 – 2003)
Head of the First Year Department 2004 – 2008

Courses taught : 1- General English Language courses
(Headway, Tapestry...)
2- Medically (ESP) oriented courses
3- Medical Terminology and the Language of
Medicine

Quality Assurance and Academic Accreditation Office:
Member of the Quality Assurance and Academic Accreditation
Office at the college overseeing the application of quality
standards on the academic programs.

College Curriculum and Study Plan Committee: Member of
the committee supervising the design and the implementation of
new programs.

Nursing Curriculum Committee (2012- 2017)

Duties and Responsibilities:

- Coordinator of the Nursing Program Committee
- Massachusetts College of Pharmacy and Health
Sciences contact at King Faisal University.
- In charge of preparing for accreditation with
**Accreditation Commission for Education in
Nursing (ACEN).**

Examination Board: Member of the Examination Board in
charge of administering examinations.

July 1985 -
October 1994

Intensive Language Centre

Oran University of Science and Technology
Lecturer of English for Specific Purposes
Head of the English Department in charge of Course
Organisation and Materials Preparation.

1992 – 1994

American Language Institute

American Consulate Oran
English Language Instructor (Part-time)
TOEFL, IELTS and STEP students preparation

PUBLICATIONS

- **English for Medicine and English for Academic Purposes Syllabus Design: A Theoretical Framework and Operational Instrument for Generating Course Work Materials.** Teachers' Manual Published at the Centre of Research and Information. Document No. 9 (1990) Oran - Algeria.
 - **'Reading for Specific Purposes: The Course for the Institute of Computer Science'** in ORANESP (The Newsletter of the ESP Centre) vol. 2 April 1992
 - **'The Inadequacy of Vocabulary Teaching in ESP: The Example of English for Medicine'** in ORANESP Vol. 3 April 1993.
 - **'A Framework for Vocabulary Teaching in Medical English'** in ORANESP Vol. 4 April 1994.
-

CONFERENCES AND WORKSHOPS ATTENDED

- **“ Using Course Specification and Course Report in Program Development”** Deanship of Development and Quality Assurance as one of the activities of the *Development and Quality Assurance Forum (1)*, King Faisal University, March 6, 2018.
- **"Talent between Public Education and Higher Education: Integration and Continuity"** National Research Centre for Giftedness and Creativity, King Faisal University, 13-14 December 2017
- **' Successful Institutional Strategies for Enhancing Student Retention and Progression'** Deanship of Development and Quality Assurance, King Faisal University. 27-28 December 2017.
- **'Project-Based Learning'** Deanship of Academic Development, King Faisal University. 24-25 April 2016.
- **'Student Advising and Integrating Soft Skills in Teaching and Learning'** Deanship of Academic Development, King Faisal University. 13-14 April 2016.
- **'Research Documentation Using APA Style,'** Deanship of Academic Development, King Faisal University. 22-23 March 2016.
- **'Preparing an Operational Plan',** Deanship of Academic Development, King Faisal University. 17 December 2015.
- **'Using the Blackboard: Skills and Tools",** Deanship of Academic Development, King Faisal University. 24-25 November 2015.
- **' Designing Electronic Exams by Using Wondershare QuizCreator Software,** Deanship of Academic Development, King Faisal University, 10-11 February 2015.

- **'Setting Up Operational Plans'**, Deanship of Academic Development, King Faisal University. 10-11 March 2014.
- **'Students Assessment and Test Construction Workshop'** Massachusetts College of Pharmacy and Health Sciences (MCPHS University) given at the College of Applied medical Sciences, 21 October 2014.
- **' Essential Leadership Workshop - Conflict Management '**, Academic Leadership Centre, Saudi Ministry of Higher Education 9 / 12 / 2013
- **' Quality Culture, Quality Standards and the College of Applied Medical Sciences Quality Assurance Office'**, Deanship of Quality Assurance, King Faisal University, 22 / 12 / 2013.
- **Groningen Medical Curriculum Adoption Project (GMCA 2012): Hope and Dream**, College of Medicine, King Faisal University, 2 / 12 / 2013.
- **'Quality of Student Assessment'**, British Council, 14 / 11 / 2012.
- **'Quality Requirements in Distance and E-Learning Management System'**, British Council, 13-14/ March 2012.
- **'The Quality of Administration: Planning and Management'**, British Council, 17 /12/ 2012.
- **'Developing Research Abilities: Idea Formulation and Research Management'**, King Abdulaziz City for Science and Technology General Directorate of Research Grants 5/ 12/ 2012.
- **'Securing Community Engagement: More than Just Academic Wallpaper'**, British Council, 23-24 / 4 / 2012.
- **'Learning, Teaching and Critical Thinking: Strategies for Effective Instruction'**, Deanship of Academic Development, King Faisal University, 8- 9/ 12 2012.
- **'Program and Course Learning Outcomes Based on the National Qualifications Framework'**, British Council, 19-20/ 11/ 2011.
- **'Current Topics in Curriculum Development'**, King Saud University, March 10, 2012.
- **'The First Conference of Applied Medical Sciences (CAMS2012)'**, King Saud University, 11 / 3 / 2012.
- **'Pedagogical Innovations in English: Present and Prospects '** General Directorate of Health Institutes and Colleges, Riyadh 25 – 26 April 2006.
- **'English Language Learning in Saudi Schools and Universities'** Al-Ahsa College of Technology, 5 Safar 1424 (7 / 4 / 2003)
- **'Renewal Through Sharing' - In Service Training** American Language Institute - Algiers 03 - 06 October 1994.

- **'Current Initiatives in ESP in the Maghreb and Future Perspectives'**, Oran
27 - 29 April 1992.

WORKSHOPS GIVEN

Medical Terminology For Health Care Practitioners, Institute for Research and Consulting, King Faisal University, 13-15 May 2014.

RESEARCH INTERESTS

- Total Quality Management
 - Teaching Methodology - English for Specific / Academic Purposes
 - Word - Formation in Language
 - Cross - Cultural Communication
 - Comparative Education
-

OTHER INTERESTS

- Reading
- Organising Social Events

PROFESSIONAL ORGANISATIONS

- Member of TESOL (International Association of Teachers of English to Speakers of Other Languages).
-

SKILLS

- A good knowledge of French and Arabic (spoken and written)
- Proofreading scientific manuscripts.